

राजीव गांधी विश्वविद्यालय
रोनो-हिल्स, दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS: DOIMUKH

संख्या No. ADM-06/TR/08 (Vol-II)

दिनांक Dated: 13 July, 2026

CIRCULAR

It is to inform all the faculty members and administrative officers of the University that **Mobile Bill Reimbursement Claims** shall henceforth be submitted on a **half-yearly basis**, as detailed below:

- **January to June** – Claims to be submitted within the same financial year.
- **July to December** – Claims to be submitted within the same financial year.

It is further notified that **no ex-post facto approval or reimbursement on claims pertaining to the previous financial year shall be entertained or accepted.**

This issues with the approval of the Competent Authority.

Sd/-
Registrar

Memo No. ADM-06/TR/08 (Vol-II) / 58
Copy to:

Dated: 14th July, 2026

1. PS to the Vice-Chancellor for kind information.
2. All Deans of Faculties for information.
3. PS to the Registrar/Finance Officer/Controller of Examinations for information.
4. Librarian for information.
5. All Heads of Departments/Directors/Dean of Students' Welfare (DSW) for information.
6. All Joint Registrars, Deputy Registrars and Assistant Registrars for information.
7. Joint Director (Computer Centre) with a request to upload the notification on the University website.
8. Executive Engineer for information.
9. All Section Officers, SSO, Hindi Officer, Sanitary Inspector, Deputy Wardens and Guest House Manager for information.
10. Notice Board.
11. Office Copy.


Deputy Registrar
(Admin.)